

STATE OF CALIFORNIA  
POSITION DUTY STATEMENT

DEPARTMENT OF PARKS AND RECREATION

EMPLOYEE NAME	DISTRICT/SECTOR San Andreas District- Hollister Hills Sector			
CLASSIFICATION Maintenance Aide (Seasonal)	WORKING TITLE			
POSITION NUMBER 549-250-0987-901	CBID	EFFECTIVE DATE	Bilingual <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Confidential <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WORKING DAYS AND WORKING HOURS	SPECIFIC LOCATION ASSIGNED TO Hollister Hills State Vehicular Recreation Area			

**POSITION DESCRIPTION:**

The reporting location for this position is the Maintenance Shop at Hollister Hills SVRA, 7800 Cienega Road, Hollister, CA. This position is supervised by the Hollister Hills' Sector Park Maintenance Chief I, but is led and accepts day-to-day direction from the Park Maintenance Leadspersons. This position requires wearing a specified uniform and will require working weekends and holidays. This position requires operation of high profile vehicles (four wheel drive) and working in varied weather conditions. Duties for this position include janitorial/housekeeping, litter pickup, cleaning public restrooms, yard work and other manual labor tasks. This position requires operation of lawn mowers, weed whips, small gas or electric equipment as well as hand tools. Possession of a valid California driver's license and a safe driving record as documented by the Department of Motor Vehicles is required.

**ESSENTIAL JOB FUNCTIONS STATEMENT**

% of time performing essential functions	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
35%	<p><b><u>FACILITY HOUSEKEEPING</u></b></p> <p>Maintenance Aide will clean, organize, and ensure serviceability of public use areas, restrooms, shops, and campgrounds. Perform litter pick up and trash disposal, and other related work to necessary to maintain the Park. The Maintenance Aide will be responsible for maintaining the highest standards of cleanliness on all park properties. Maintains public use and employee facilities in a neat, orderly, safe and sanitary condition as directed. Duties consist of picking up litter, cleaning fire rings, disposing of refuse, display cases, signs, emptying wastebaskets, cleaning and sanitizing rest rooms and kitchens, sweeping and vacuuming floors and carpets, dusting and polishing counter tops and tables and other similar duties as directed.</p>
35%	<p><b><u>FACILITY MAINTENANCE</u></b></p>

	<p>Includes activities directed at keeping facilities in a safe and functional condition. Duties consist of mowing lawns, pulling weeds, trimming shrubs, installing, removing, replacing or repairing broken or vandalized signs, tables, fire rings, ramadas, display boards, fences and gates as directed. Duties also consist of assisting the permanent maintenance staff with painting, plumbing, electrical and structural repairs in various District buildings and structures; digging trenches to lay or repair sewer lines, electrical and water services; hauling material supplies and equipment to work sites and removing debris; and assisting with other similar construction or maintenance tasks as directed. Duties may involve working in close proximity to large trucks and heavy equipment. Work sites may include rugged, uneven terrain, dust and noisy conditions.</p>
20%	<p><b><u>EQUIPMENT OPERATION AND MAINTENANCE</u></b></p> <p>Safely operates a variety of District equipment such as pickup trucks and including 1 ton dump beds, mowers, and gasoline powered tools. Maintains all Districts owned or operated equipment in accordance with manufacturer's recommendations. Performs minor vehicle repairs such as changing flat tires, daily and monthly inspections, washing and waxing vehicles. Includes activities directed at keeping facilities in a safe and functional condition. Keeps tools and equipment clean, safe and in operable condition. Performs minor maintenance and repairs on equipment and tools as directed. Properly stores tools and equipment. Utilizes and stores vehicles in a safe manner according to procedure. Notifies supervisor or lead maintenance staff immediately if vehicle or equipment is damaged or lost.</p>
5%	<p><b><u>ADMINISTRATION</u></b></p> <p>Correctly &amp; neatly complete personal attendance report in a timely manner, Assist with information gathering for facility inspections, vehicle inspections, work orders and repair requests related to the Maintenance Program. Attend district and sector safety and staff meetings as scheduled. Completes mileage logs, maintains inventories of tools, supplies and materials as directed, participates in staff and safety meetings as well as informal or "on the job" training, promptly reports damaged, vandalized or unsafe facilities or conditions to the supervisor or lead maintenance staff, submits simple written activity reports and time keeping records as directed.</p>
5%	<p><b><u>PUBLIC INFORMATION, INTERPRETIVE AND SAFETY SERVICES</u></b></p> <p>Works effectively and courteously with the visiting public to provide factual and accurate information about State Park facilities, programs and the</p>

	surrounding area. Duties consist of using portable and mobile radios in accordance with training received, and in a professional manner, reporting medical emergencies and violations of rules and regulations promptly in accordance with proper procedure, administering first aid to visitors as necessary within the limits of training received and in accordance with District policy and guidelines. Transports tools and equipment to assist in emergency operations as instructed and may assist in search and rescue operations under the direction of supervisory or peace officer staff.
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Maintenance Aide positions are described as seasonal, unskilled positions involved in the structural and facilities maintenance function of the State Park System. The essential jobs functions include facilities maintenance, equipment operation/maintenance, and resource protection.

**PERFORMANCE EXPECTATIONS: (i.e., maintain a professional and courteous conduct, complete assigned projects accurately and thoroughly; cooperate with management and peers, etc.)**

Exhibit professional working manner and ability to deal tactfully and effectively with co-workers & CDF crews

Display good judgment, loyalty, poise, tact and discretion

Establish and maintain cooperative working relationships

Work as a team when necessary to complete the duties of the job in a cohesive and professional manner

Good attendance record, reliable, punctual, dependable

Willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours

Willingness to conform to departmental uniform requirements

**Working Environment, Physical or Cognitive Abilities:**

**Work Environment:**

Work outdoors in various types of weather; work in unpleasant conditions (e.g., Rainy/hot weather)

Work in hazardous situations (e.g., chemicals)

Works at elevated heights or near fast moving machinery, off highway vehicles, or traffic

**Physical Abilities:**

Ability to perform manual labor (e.g. digging, trenching, lifting, carrying, loading)

Requires repetitive movement of heavy objects

Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job

Stand for long periods of time (up to 2 hours) to perform the duties associated with the job

**Cognitive Abilities:**

Follow directions

Perform basic mathematical computations associated with assigned duties

Make sound decisions given available information and situational parameters  
Skill to utilize measurements (e.g., tsp, tbsp, quart) to measure, mix and apply various chemical solutions

### **MINIMUM QUALIFICATIONS**

Possession of a valid driver license of the appropriate class and a safe driving record as documented by the Department of Motor Vehicles.

**SUPERVISOR'S STATEMENT:** *I have discussed the duties of the position with the employee*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT:** *I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to provide coverage for staffing needs, to equalize peak work periods or otherwise balance the workload.

**I HAVE READ AND UNDERSTAND THE DUTIES AS DESCRIBED ABOVE.**

**Can you perform the essential functions of the position with or without reasonable accommodation?**

*(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request form from the Risk Management Unit.*

☐ **YES**

☐ **NO**

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE